

# **Wisconsin Engineering Student Council Constitution**



## **University of Wisconsin-Madison**

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# The Wisconsin Engineering Student Council Constitution

## Article I - Organization Name

The name of this organization shall be the Wisconsin Engineering Student Council, hereby referred to as WESC.

## Article II - Mission Statement

Section 1 The Wisconsin Engineering Student Council (WESC) serves as the voice and representation of all engineering students at the University of Wisconsin-Madison. WESC fosters cooperation and communication, acting as a bridge between students and administration to encourage camaraderie between students, student organizations, the College of Engineering, and the university as a whole. This is enacted by facilitating events, hosting listening sessions, and advocating for the overall student experience within the College of Engineering.

Section 2 WESC provides an avenue for student opinion in the daily and long term plans for the College of Engineering. Through monthly general member meetings, students and student organizations can discuss and recommend ideas for improvement in the CoE. WESC is a network for information, resources, and funding, providing students and student organizations a means to accomplish their goals. Through WESC's own college and campus-wide events, the student council aims to leave a lasting impact on the generations of students that come through this institution.

## Article III – Membership

Section 1 All undergraduate engineering students at the University of Wisconsin-Madison are highly encouraged and welcomed to join WESC. Graduate students are not eligible for membership. This includes, but is not limited to, the leadership positions (President, Vice President, etc.) in WESC, as they must be held by UW-Madison undergraduate students.

Section 2 Any executive board member or officer may be removed from their term of office by a  $\frac{2}{3}$  majority vote by all WESC Executive Board members. The plan for accountability is to first meet with the President/Vice President, followed by a scheduled meeting with the current WESC advisor. If the situation continues to escalate, then a vote will be held during an executive board meeting no longer than two weeks after the meeting with the WESC advisor. Following a vote in favor of removal, a mandated discussion will be held with the person in question with documentation of why the person is being removed, within one week of the final vote.

Section 3 In the case that any executive board member is unable to finish their term of office, the vacant position shall be filled at the discretion of the President/Vice President by appointment.

- Section 4 Membership and participation are free from discrimination on the basis of -- real or perceived -- race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity, gender expression, disability, creed, pregnancy, or status as a veteran. In addition to the categories covered under university policies and law, the Wisconsin Engineering Student Council is also committed to nondiscrimination on the basis of political affiliation, physical attributes, and socioeconomic status.
- Section 5 Students of the CoE are welcome to attend and bring forth ideas at WESC general meetings, but do not have the ability to vote on legislation or political appointments. All undergraduate students in the CoE are also invited and encouraged to attend all WESC events and activities.
- Section 6 Exec members are required to attend all scheduled meetings for their position. If they are unable to attend a meeting, they must contact the President/Vice President with a reasonable excuse in advance. Executive Board members who cannot attend the meeting must send an officer in their place to present updates and field questions. Any Executive Board member who misses more than two meetings in one semester without following this procedure shall be relieved of their duties. Officers are not required to attend executive board meetings; it is up to the discretion of the committee leader.
- Section 7 Active membership in WESC is defined as holding a leadership position (on the executive board or officer team) or participating in at least one of the designated committees. General membership is defined as attending one WESC-related event per semester. Events are categorized as general member meetings, virtual events, student forums, committee work, or any activity deemed appropriate to count toward this requirement by the President/Vice President.
- Section 8 Membership and engagement in WESC will be tracked by the VP of Recruitment and Engagement.

#### **Article IV Organizational Structure and Elections**

- Section 1 The Director of Student Orgs and Leadership Programs shall be the advisor for the council. The WESC President/Vice President and lead advisor will regularly report to and receive input from the CoE Associate Dean of Undergraduate Affairs and/or Dean of the College of Engineering.
- Section 2 The Wisconsin Engineering Student Council shall consist of eight executive board members (President, Vice President, VP Student Organizations, VP Finance, VP Recruitment and Engagement, VP Communications, VP Diversity and Student Experience, VP of Professional Relations) that shall coordinate all WESC business and activities in accordance with the constitution and bylaws. These elections will be held in accordance with Article IV, Section 3.
- Section 3 If defined within the position description, each member of WESC shall be generally elected by the engineering student body at the time denoted by WESC. The President/Vice President will decide the election process in conjunction with the executive board and the WESC advisor. All election logistics will be carried out by the WESC advisor.

Section 4 The term of office for each voting member of WESC shall be defined as one full calendar year starting from the end of the academic school year.

Section 5 All WESC business, including but not limited to; member meetings, events, elections, board meetings may be conducted in a virtual environment at any point if needed to maintain the health and safety of all students or to abide by campus regulations and policy.

#### **Article V - Amendments to the Constitution and Bylaws**

Section 1 The approval of a constitutional or bylaw amendment shall require a  $\frac{2}{3}$  affirmative vote by the WESC Officers.

Section 2 Any member of WESC may propose an amendment to the constitution or bylaws.

Section 3 The Wisconsin Engineering Student Council shall not adopt any bylaws that are in conflict with the constitution.

Section 4 Amendments passed by the WESC Executive Board members shall become effective immediately.

## **Bylaws of the Wisconsin Engineering Student Council**

#### **Article I - Responsibilities of all WESC Members**

Section 1 Every elected WESC member shall have the following responsibilities:

- A. To be active participants in the programs and activities of WESC.
- B. To attend WESC meetings, events, and to follow the discipline policy proposed in Section 2 of Article III of the Constitution.
- C. To represent the Wisconsin Engineering Student Council in a positive and professional manner at all times
- D. To foster a welcoming and inclusive environment without influencing others with any personal political or social beliefs.
- E. To maintain the ideals of the WESC diversity mission within the College of Engineering to better enhance the student experience

#### **Article II - Responsibilities of WESC Executive Board Members**

Section 1 General Exec Board Responsibilities

- A. It is the responsibility of the WESC Executive Board to develop recommendations for amendments to the Constitution and bylaws to better define the roles of the leadership team and to optimize the operations of the organization. WESC Executive Board members shall also have their specific responsibilities outlined in the constitution and bylaws.
- B. The WESC Leadership Team is accountable to all members of WESC as defined by the constitution and bylaws.

- C. Attend weekly executive board meetings and communicate with members of the board.
- D. To create turnover documents to allow for a smooth transition among new members of the leadership team.

Section 2 The President shall have the following responsibilities:

- A. To act as a coordinator of responsibilities, duties, and activities of the Wisconsin Engineering Student Council.
- B. To maintain an understanding of the balance of the organization's bank account.
- C. To serve as an ex-officio member of all committees and act as the official spokesperson of WESC.
- D. To foster an inclusive environment, taking steps toward diversity and inclusivity and recording action in any incident of reported bias.
- E. To serve as the official "connection" between University leadership and WESC's board, general members, and the students of the CoE.
- F. To proactively engage with other student advocacy and government groups to collaborate on efforts to improve the student experience.
- G. To act as one of the main supervisors of each Executive Board Member and serve as the mediator of all committee affairs.
- H. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- I. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 3 The Vice President shall have the following responsibilities:

- A. To stay up-to-date on all executive board and officer business and keep the board acting in accordance with the purpose as stated in the constitution and duties defined in the bylaws.
- B. To act as a coordinator of responsibilities, duties, and activities of the Wisconsin Engineering Student Council.
- C. To maintain the upcoming events calendar for each semester
- D. To serve as an ex-officio member of all committees and act as the secondary spokesperson of WESC.
- E. To foster an inclusive environment, taking steps toward diversity and inclusivity and recording action in any incident of reported bias.
- F. To act as the Secondary spokesperson of WESC.
- G. To facilitate communication between all members and committees, directing resources to members for assistance through communication with all Executive Board members and committees.
- H. To create turnover documents to allow for a smooth transition among new members of the leadership team.

- I. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 4 The VP of Student Organizations shall have the following responsibilities:

- A. To strengthen communications with student organizations and tailor work to the specific needs of orgs.
- B. To serve as a resource for student organizations to answer questions regarding finances, advertising, resources, etc.
- C. To plan events to increase engagement in CoE student organizations (events that are partnered with student organizations).
  - a. Honor select involved student organizations at an end-of-the-year event
- D. To help increase involvement and recruitment in student organizations.
- E. To update engineering student organization contact information regularly.
- F. To meet with student organization leaders regularly to tailor efforts to their successes and needs.
- G. To lead a committee to assist with these tasks and meet regularly to foster collaboration within WESC.
- H. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- I. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 5 The VP Communications shall have the following responsibilities:

- A. To ensure that the WESC website (WIN page) is working properly and up to date at all times.
- B. The WESC website must include at very least, the following:
  - a. The web page must be aesthetically pleasing and informative.
  - b. An up-to-date copy of the constitution of the Wisconsin Engineering Student Council.
  - c. A current list of all WESC Executive Board members and Officers, including their email addresses.
  - d. A calendar of events and meetings for the current semester. Calendar is created and maintained by the Vice President.
  - e. The current WESC email address.
  - f. A committee membership application.
  - g. A link to pictures and information describing who WESC is and what they do.
  - h. Maintain and improve a positive image of WESC throughout the college.
- C. To manage the WESC Instagram account.
- D. To facilitate email communication with WESC general members and maintain the WESC mailing list.
- E. Create marketing materials for WESC events, including but not limited to posters, screensavers, and social media cover photos.

- F. Design WESC apparel and work with the President/Vice President to make apparel ordering plans.
- G. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- H. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 6 The VP Finance shall have the following responsibilities:

- A. To review all funding applications, offer funding recommendations based on criteria and eligibility, and determine an organization's true need amount by removing all illegitimate and unreasonable requests.
- B. To submit the proposed funding budget to the Advisor for approval.
- C. To abstain from any decisions involving groups with whom he/she is associated.
- D. To maintain an organized plan for approving money purchases for events (along with the President/Vice President).
- E. To keep inventory on all money spent and items used for prize giveaways throughout their term in office.
- F. To assist with the grant/scholarship process for student organizations and students in the College of Engineering.
- G. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- H. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 7 The VP of Diversity and Student Experience shall have the following responsibilities:

- A. To organize events, forums, and student feedback opportunities to gain insight into tailoring events to improve the student experience for others.
- B. To coordinate and facilitate events that help promote diversity initiatives in the College of Engineering.
- C. To foster a welcoming and inclusive environment among all students, student organizations, and senior leadership.
- D. To utilize feedback from student forums and go to the CoE leadership with solutions that are created on the students behalf.
- E. To maintain a strong line of communication between DSE engineering student orgs and the DAO.
- F. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- G. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 8 The VP of Recruitment and Engagement shall have the following responsibilities:

- A. To assist VP of Student Orgs in planning Fall and Spring E-Bash.



- Attend E-Bash and “present” WESC at E-Bash (get sign-ups/recruit)
- B. To host/assist with around 3 events per semester
  - Use events to either recruit new members for WESC, engage members with games/prizes, or to coordinate resources for COE students
- C. To attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools’ engineering student councils and how to improve WESC.
- D. To attend school-wide org fairs in Fall and Spring to represent WESC along with the President/Vice President and other members.
- E. To facilitate professional development events, such as Professional Skills Week and Major Exploration Night.
  - a. Partner with VP of Professional Relations to reach out to companies to attend events throughout the year
- F. To plan an end-of-year bash to celebrate and appreciate the engineering students’ hard work throughout the school year.
- G. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- H. To track engagement within WESC as an organization through general member meetings and WESC events.
  - Employ an engagement system to keep members of WESC active in the organization

Section 9 The VP of Professional Relations shall have the following responsibilities:

- A. To serve as the primary contact between WESC, ASM, NAESC, and our corporate sponsors.
- B. To align WESC and professional partners’ goals to facilitate improvement.
- C. To inform the board of corporate event plans (strongly tied to the WESC advisor and College of Engineering) and collaborate with other VP’s to facilitate these events.
- D. Creates opportunities for corporate sponsorship through events, org grants, etc.
- E. To add companies to the ongoing list of corporate sponsors to better improve WESC’s industry relations and student organization connections
- F. To design events geared towards professional development and growth for engineering undergraduates at the university
- G. To create turnover documents to allow for a smooth transition among new members of the leadership team.
- H. To attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools’ engineering student councils and how to improve WESC.

### **Article III – WESC General Meetings, Events, and Communication**

Section 1 To fulfill the Mission Statement outlined in Article II of the Constitution, WESC will host at least one President’s Meetings over the course of the school year. President’s Meetings, run by the President/Vice President in conjunction with the VP of Student Organizations, will be open to engineering student organization leadership to share ideas and strategies for how to improve the CoE.

## Section 2

WESC will host events each semester that are meant to benefit all members of the CoE. Event goals may include, but are not limited to, student organization improvement, engagement, recruitment, professional development, and collaboration.

## Section 3

WESC may choose to host one-time events. These could include, but are not limited to, student workshops, information sessions, feedback opportunities, and networking events.

## Section 4

A meeting will be considered “general” if WESC believes its contents are of importance to all undergraduates in the College of Engineering and can gain feedback to enhance the student experience.

## Section 5

Time and location of all WESC general meetings and events will be communicated to students in the CoE through advertising and/or email.

### **Article V – WESC Executive Board Meetings**

#### Section 1

WESC meetings shall be opened to the executive board and officer team. The President/Vice President may choose to close their meeting or portion of their meeting at any time.

#### Section 2

All meetings will require a quorum, as defined in Article VII of the Bylaws, before beginning business.

#### Section 3

At least two WESC Executive Board meetings shall be held each month unless otherwise designated by the President.

### **Article VI - Nominations and Elections**

#### Section 1

The winner will be selected by having the most votes for the position and votes shall be by anonymous online ballot. The results of the election will be disclosed immediately.

#### Section 2

In the event that there are no nominations for a given elected position, the members of WESC shall fill this vacant position by a simple majority vote on potential candidates at the first WESC Executive Board meeting.

### **Article VII. Quorum**

#### Section 1

A minimum of  $\frac{1}{2}$  the active members of the WESC Executive Board shall constitute a quorum, which shall be necessary to transact all business coming before a regular or special meeting.

### **Article VIII. Committees**

- Section 1 Unless otherwise defined in the bylaws, prospective members of each committee shall fill out a committee interest form to be placed on a committee. This form will be available through the WESC Website and open year-round. Any student may apply to as many committees as they chose, but it is recommended that no student be on more than two committees in a semester.
- Section 2 The committees are described as the “Engagement Events Committee”, “Student Orgs Committee”, “Professional Relations Committee”, “DSE Committee”.
- Section 3 Each committee leader is responsible for hosting meetings regularly to keep their members involved and engaged in WESC programs.
- Section 4 Officers assist their executive board leader with accomplishing the goals of the committee and by leading initiatives described in their role by their committee leader.